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CAREERS • EDUCATION • NETWORKING

FREE
EVENT!

October 18 & 19

FRI. 10AM-5PM & SAT. 10AM-3PM
MEMORIAL AUDITORIUM
DOWNTOWN BURLINGTON

Charles got a job
at the Tech Jam!



Download your
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(see p.8) to
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- Meet some of Vermont's fastest growing and most innovative firms
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children's literacy foundation

Literacy Program Director

The Children's Literacy Foundation (CLIF) is a nonprofit based in Waterbury Center. For 15 years CLIF has inspired a love of reading and writing among more than 240,000 low-income, at-risk, and rural children up to age 12 in about 400 towns throughout Vermont and New Hampshire. See www.clifonline.org for more.

Program Director: 30.35 hours per week. CLIF seeks an enthusiastic, organized professional to oversee CLIF's literacy program and to build and cultivate relationships with towns, schools and other nonprofits across New Hampshire and Vermont.

CLIF is a nonprofit with a small, committed staff and a 15 year history of steady growth and outreach success. We are at an exciting juncture, refining our sponsorship model for long-term impact by developing programs that work throughout entire communities over an extended period. The Program Director is an essential position that oversees all aspects of program, sponsorships, including establishing and nurturing relationships with program coordinators and stakeholders within communities.

Duties include: working with CLIF grantees to develop and schedule specialized program plans, improving existing programs, working with program staff, planning CLIF's annual community literacy conference, collaborating with CLIF presenters including authors and illustrators, and outreach, including writing and presentations. CLIF offers a friendly and collaborative working environment, some flexibility in scheduling, opportunities for professional development, and an emphasis on work-life balance.

Requirements: 5+ years of program development experience with proven success in creating and managing community programs involving reading and writing, a passion for literacy, excellent project management, organizational and people skills with exceptional attention to detail, proven ability to manage projects and small teams, and excellent verbal and written communication skills. Microsoft Office and database proficiency required, familiarity with Apple systems a plus. Must be comfortable speaking with groups.

Please send resume and cover letter by October 31 to clif@clifonline.org. Work will be performed in CLIF's Waterbury Center office. We prefer candidates who live within 30 miles.

Inpatient, Emergency Department & Outpatient Coders Wanted



We can offer technology, training, flexibility and lifestyle.

- BRMC is one of the largest employers in the State of Vermont
- We offer paid ICD-10 education with on-the-job training
- Paid yearly CLIF's most certifications requirement
- We provide one on one training for all new hires and allow you to learn at your own, reasonable pace
- CLIF's are available
- BRMC offers competitive pay and great benefits as well as a flexible work schedule
- Supportive, team oriented environment
- We provide up to date tools and equipment for professional success
- Telecommuting option will be in place within 18 months for coders who live in the area
- BRMC offers 5 yrs and 10 years Bonus for Coders
- Coding is one of the fastest growing careers at BRMC

We are currently hiring **ANNA Certified Coders** and will work with you to define your career path as Coding continues to grow at BRMC. Apply today and become part of our team!

Please visit our Coding site and apply at

www.vermontcoders.com



Rutland Regional Medical Center
An Affiliate of Rutland Regional Health Services

Rutland Regional Medical Center is an equal opportunity employer.

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60 Morrisville Plaza #4, Morrisville, VT 05661

Technology Systems Engineer

TOWN OF COLCHESTER

Town of Colchester is seeking a Technology Systems Engineer to provide system administration and support for servers, virtual infrastructure, enterprise programs and networks. Ideally this candidate will have a minimum of three years of relevant experience with Microsoft Windows Server, Exchange Server, VMware, VPN and VOIP. Must be a hands-on self-starter, team player and customer-focused.

Full benefits package, with a salary range of \$60,000 - \$67,000.

Please email resumes to elabarge@colchestervt.gov no later than **November 19, 2012**.

For full job description, go to www.colchester.gov.
#123

Sterling College

Working Real-World Skills

Sterling College, a leadership college offering an exceptional learning and leadership experience for students.

Full-Time Faculty: Outdoor Education

Position begins May 2014. Responsibilities include teaching technical skills such as rock and ice climbing, challenge course, rappelling, and low ropes course, and people skills such as small group dynamics, facilitation, and leadership. A key role is that faculty members will be to work with the Outdoor Education faculty and Dean of the College to develop and implement an insurance program for outdoor skills and leadership, in addition to coordinate the search for the new Sterling College Outdoor Education program.

Candidates should have significant college teaching experience. A Masters degree in Outdoor Education or related field required. WFL certification required. AAAC accreditation a plus.

To view the complete job description, please visit www.sterlingcollege.edu/faculty.html

To apply, please email a cover letter, curriculum vitae, and the contact information for three references by November 5, 2013 to Karen Lee Berry, Coordinator of Academic Programs, at kerry@sterlingcollege.edu

Sterling College is an Equal Opportunity Employer

First Student

BUS DRIVER - \$600 Hiring Bonus*

First Student is the leader in school transportation. As opportunities arise in FARMFIELD, 06030, and CT, 06030, we seek experienced Bus Drivers with a good driving record for our School Routes.

Our Excellent Benefits:

- Flexible hours
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No experience necessary! (Prior training provided). Please call June Peters for more information.

FIRST STUDENT
800-669-2800

Online apply system located at firststudent.com



First Student Employee

Howard Center

ELDERCARE CLINICIAN

MASS 01012

00171

Eldercare Clinician sought to provide home-based counseling, family work and problem solving with Chittenden County seniors. Job involves/Involves field, great work-life balance, independence, flexibility FT with exceptional benefits LDCSW and car required.

Please visit www.howardcentercares.org to learn more.

Questions? Contact Human Resources at 802-485-6950 or HR@hlskidd@howardcentercares.org



Counseling Service of Addison County, Inc.

Seeking staff committed to making a difference.

COMMUNITY REHABILITATION & TREATMENT SERVICES

Community Mental Health Nurse: Seeking an RN to provide and direct appropriate medical care for adults coping with major mental health conditions, as well as advising coordination and health education. This is a new position. Office hours with potential for some evening or weekend coverage. 20 hours/week with the possibility of additional overtime hours.

Community Support Worker: Provide outreach supports to adults coping with psychiatric disabilities in their homes and in the community. Work flexibly as part of dynamic interdisciplinary treatment teams in planning and providing supportive counseling, skills teaching and other services to assist individuals in the process of recovery. Applicants should possess excellent communication skills, the ability to work with individuals with patience, insight and compassion, and an ability to work well in a team environment. Part time position with benefits and potential for more hours with some weekend availability.

DEVELOPMENTAL SERVICES

Service Coordinator: Existing position providing case management for people with developmental disabilities who are adjudicated or unadjudicated offenders or others who pose a risk to public safety. Duties include creating safety plans and therapeutic support plans, supervising staff when a client is in crisis and helping individuals move forward with their lives. Bachelor's in a human services field and related experience required. 37.5 hours/week, \$31,700 and great benefits including an auto grant.

YOUTH & FAMILY SERVICES

Intensive School Supports Program Interventionist: Provide direct intervention and training to foster the development of communication and social skills, adaptive behavior, daily living and academic or pre-academic skills to children diagnosed with autism spectrum disorder/emotional behavioral disability. Bachelor's degree, preferably in education or human services field. This is a 37.5 hour per-week, benefits-eligible position.

Programming Specialist in Intensive School Supports: Develop and manage intensive, individualized instructional and behavioral programs for youth and young adults (through age 21) with autism spectrum disorders and emotional behavioral disabilities. Oversee effective integration into school and community settings. Train/supervise staff, facilitate team collaboration and support/teach families. Bachelor's degree required in special education, psychology or related field. Master's degree and Applied Behavior Analysis certification and certification preferred. Minimum of three years experience with ASD. This is a full-time, benefits-eligible position.

To learn more about available positions, please visit www.csc-vt.org or contact Danielle at 802-388-0302 ext. 425. Submit resume and cover letter to apply@csc-vt.org, EOE.

HowardCenter

CHILD, YOUTH & FAMILY SERVICES

Crisis Stabilization Clinician, Comprehensive Care

Creative, passionate person for the Leadership Team and Crisis Stabilization Clinician. Job ID 1808

MENTAL HEALTH & SUBSTANCE ABUSE SERVICES

Director, Crisis Services

Spring 2014 opening. Master's or doctorate-level clinician sought to provide leadership and management of HowardCenter's crisis adult mental health and substance abuse crisis programs. Job ID 1800

Hub Interm Services Coordinator

Provide assessment, case management/case management to clients within Children's Clinic opening. Master's degree required. Job ID 1847

Reach-Up Clinician

Provide Reach-Up adult/familial employment/education/sufficiency support services. Master's/PT. Job ID 1805

Reach-Up Case Manager

Provide integrated case management, coordination/case management to Reach-Up participants in St. Albans. Job ID 1808

Night Owls Only! Clinician Act 1/Bridge

Thirty-minute overnight hours in crisis program. Bachelor's graduate. Benefits. Job ID 1861

Case Manager (2), Safe Recovery

Service coordinator/specialized services to people who are struggling with their recovery. Job ID 1179

DEVELOPMENTAL SERVICES

Ten flexible hours supporting 18-year-old women who love to read, cooking and music. Job ID 1582

Work Tuesday and Friday 8-4:45 a.m. with an engaging young person in the greater Burlington area. Job ID 1627

Skilled person to provide eyes on supports for people who enjoy reading and healthy living. Job ID 1630

Seeking skilled, ten-clubbing for a light and team supporting bright, witty young women. Job ID 1632

On Call Team looking for confident, well-trained to add to our response team. Job ID 1633

For more information, please visit our website www.howardcentercareers.org.

Positions at HowardCenter are eligible for comprehensive benefits package. HowardCenter is an Equal Opportunity Employer. Minorities, people of color and persons with disabilities encouraged to apply. EOE/DFW. Applications are accepted on-line. If you are unable to complete the online application, please contact Human Resources at 802-438-6950.

TEACHING ASSISTANT

Essex Junction School District

Interested in getting your foot in the door at one of Vermont's premier school districts?

We have a full-time, long-term substitute position available at our **Wawatha Elementary School** beginning immediately through early January 2014 to assist and supervise assigned special needs students instructionally, behaviorally and physically in the general mainstream program. Position will involve working with a student individually and/or in small groups. Successful experience working with students with emotional challenges and mental health diagnosis required. Experience working with primary elementary-age students also required. Position pays \$14/hour for up to 6.5 hours/day.

For additional information or to apply, please visit www.SchoolSpring.com and enter Job ID 494932.

Seasonal Sales Associates



We're looking for mature, creative people with strong customer service skills. Retail experience preferred. Please send resume for The Christmas Tree, After Debbie Kelly 305 Shelburne Road Shelburne, VT 05482. 988-4156, thechristmastreevt@gmail.com



Memory Care Program Director

The Memory Care Program Director plans and delivers events, programs and activities designed to support the active lives of EastView Residential Care residents. The Director will work with staff, residents and their families to bring intellectually and culturally stimulating programs to our community, and to connect Eastview to existing programs and events in the broader Vermont community.

We seek candidates with at least three years of related experience in Alzheimer's or dementia event planning, or program management and at least three years' experience with direction and supervision of a caregiving team. The candidate will need to be creative in nature and willing to learn from our residents to produce and implement a wonderful calendar of events and group activities. The Director will have excellent communication skills, experience working with seniors living with dementia or Alzheimer's, an understanding of the six dimensions of wellness, and a creative nature.

For more information about Eastview at Middlebury, go to www.eastviewmiddlebury.com

Interested candidates, please email your resume and cover letter to greatplaceswork@eastviewmiddlebury.com or mail to:

Eastview at Middlebury
100 Eastview Terrace
Middlebury, VT 05753

EEOE

Resident Centered, Locally Governed

**Family Support Consultant –
Health Care Financing Specialist**
37.5 hours/week

Are you a parent of a child with special needs? VFN is looking for a dedicated person to provide family centered information, referrals and assistance to families, individuals and professionals by phone, in person, and through trainings and workshops. This person must maintain a broad and deep expertise regarding health care financing and related supports, including knowledge of insurance, Medicaid and SSI, application procedures, and current legislation available to families trying to cover expenses related to their medical needs. Must have experience parenting a child with special needs.

Email resume and cover letter to HR@vfnvt.org, or by mail to HR, Vermont Family Network, 600 Blair Park Road, Suite 2-3, Williston, VT 05495.



TRUST OFFICER

Community Financial Services Group, LLC is the trust and investment affiliate of the National Bank of Middlebury, Community National Bank and Woodville Guaranty Savings Bank. The company, which manages \$400 million in Vermont and New Hampshire, is seeking a qualified individual with solid sales experience and administrative skills for the position of **Trust Officer** in its South Burlington office.

This position will be responsible for administering and servicing a number of asset management and brokerage client relationships and developing new business.

Desired Attributes:

- Self-motivated, hardworking individual with a proven sales track record
- Bachelor's degree in related field
- Strong administration and communication skills
- Focus on delivering outstanding client service
- CFP® or CFP designation and/or Series 7 certification desirable

Benefits:

- Competitive salary plus attractive incentive plan
- Excellent medical, dental and life insurance coverage
- Potential profit sharing and 401(k) match
- Working with a growing Vermont-based company

Submit cover letter and resume to:
Community Financial Services Group, LLC
Pauline A. Staples
PO Box 130
Newport, VT 05685
or email to pastaples@cfsgtrust.com

**Vermont Teddy Bear****Personalization Operator**

The Vermont Teddy Bear Company is a growing organization consisting of multiple brands and channels. We work hard but we also know how to have fun! Activities like summer beach tournaments, the Strawberry Shortcake Smoochies, Halloween pumpkin carving contests, BBQs complete with steaks, and wacky fashion shows are just a taste of life at VTB.

The Bear Crew is in search of a **Personalization Operator – Level 3**. This position will perform all tasks related to product personalization which includes preparing and applying personalization to product. The qualified candidate will operate computerized, industrial embroidery sewing machines and various artwork machines, perform basic equipment maintenance as required, order printing, entry, and order/product coordination as needed, and assist in training of new and seasonal employees in all departmental operations and procedures. The Personalization Operator will be familiar with and execute DTCOR, COAK Corp and production processes as well as carry out higher level maintenance of all personalization machinery. This position will also assist in all departments within the Distribution Center across all companies. This position reports to the retail store and is responsible for staffing the Personalization Booth as early as June 1 to as late as October 31.

To apply, please submit cover letter and resume to vermontteddybear.com/employment.



concept 2 ROWING

Solidworks Draftsperson

Concept2, the market leading manufacturer of indoor rowing machines, racing oars, and ski ergometers, seeks an experienced drafts person to join our engineering team. Details at www.concept2.com.

Concept2 has a great work environment and excellent compensation and benefits.

Send resume and cover letter to Lewis Franco, Human Resources Director, preferably by email to lewisf@concept2.com, or by mail to Concept 2, 103 Industrial Park, Morrisville, VT 05666 DOE.



**2013-2014
WINTER JOB FAIR!**

**Spruce Camp Base Lodge
SATURDAY, OCTOBER 26
9:00 a.m. - 3:00 p.m.**

Two great places to work, one job fair!

Donna (Donna) Boudreau
Human Resources Director
802-333-1100
donna.boudreau@sprucecamp.com

Donna (Donna) Boudreau
Human Resources Director
802-333-1100
donna.boudreau@sprucecamp.com

STOW

Burlington Telecom

TELECOM SUPPORT SPECIALIST

Burlington Telecom is looking for a United Service, Full-time Telecom Support Specialist to provide superior service to Burlington Telecom customers. The ideal candidate will have in hand: a bachelors degree in telecommunications, business or related discipline, an graduation from recognized industry certification programs in network hardware and software and five years' experience in the construction, installation, repair and operation of telecommunications systems, and demonstrated experience in FTP installation, maintenance and repair and the documented practices required.

For a complete description or to apply, visit our website at www.burlingtontelecom.com or contact Human Resources at 802-862-7145

If interested, send resume, cover letter and city of Burlington application by October 26, 2013, to HR Dept., 179 South Williston Avenue, Burlington, VT 05401.



SCAN THIS PAGE
WITH LAYAR
SEE PAGE 9



We are seeking experienced **Line Cooks**

for our high volume Wednesday kitchen. We offer a competitive wage and benefits package that includes medical/dental, 401k, paid time off and discounts.

To join our team, apply to The Wellness Hosp. & Day Group 1034 Williston Road South Burlington, VT 05403 www.thewellnessgroup.com Fax: 802-497-0640 DOE

morris&switzer environmental architects

Architects

Morris&Switzer - Environmental for Health focused exclusively in the health care design market is seeking architects for entry to mid-level positions in our Williston office. Our award-winning experience includes new construction and renovation projects saving health clinics to community hospitals to major medical centers.

- If/Arch degree preferred
- Health care design experience preferred
- REVIT experience required
- Minimum three years of experience in conceptual design and construction documents preparation
- Architectural Registration preferred
- Strong communication and problem-solving skills required

We offer competitive salary and great benefits packages, a professional and team oriented work environment, and many opportunities for growth.

Interested candidates send cover letter and resume to jcarlson@morrisandswitzer.com

Architectural Designer

Bread Loaf Corporation, Vermont's integrated company of architecture, landscape and building is excited to add an Architectural Designer to its highly successful and diversified design team. We are looking for Architectural Designers with strong design portfolio, the ability to think on their feet and solve problems. We need people who enjoy working in a team environment and are interested in the design/build approach.

Ideal candidates will have a professional degree from an accredited school of architecture and a minimum of five years of experience doing conceptual, technical and institutional work. He or she must be proficient in Revit, AutoCAD, Word and Excel. At Bread Loaf, Architectural Designers are critical members of a project team - developing project designs, technical solutions, drawings, specifications and project documents.

Bread Loaf is known for our friendly work environment and we foster an innovative team and excellent work. If you do, too, send a cover letter with your resume to:

Bread Loaf Corporation
1000 Route 7 South
Middlebury VT 05753
email: sabbat@breadloaf.com

DOE

BreadLoaf
Architects
Planners
Builders





Pearl Street Beverage

Pearl Street Beverage has openings in all positions including one supervisor position. Weekend night pay incentives. Flexible schedule.

Apply in person:
240 Pearl Street, Burlington.

Front Desk Team Member

Essau Family Dental

If you're a hardworking team player with a great attitude our office might be for you! We're a fast-paced, growing dental practice with an emphasis on excellent patient care and we're looking to add someone to our front desk team!

We're open Monday-Thursday 7 a.m.-7 p.m., Friday 7 a.m.-4 p.m., and Saturday 8 a.m.-2 p.m. We're looking for someone to fill a 30-35 hours/week position Monday to Friday with rotating Saturdays. Candidates must be highly motivated, able to answer incoming calls, verify insurance coverage and assist patients with checking in and out. Applicants must be comfortable discussing finances with patients, able to multitask and extremely detail-oriented.

If this sounds like a good fit for you, please send resume and cover letter to bentleyd@frontdesk.com

WINGS OVER BURLINGTON

NOW HIRING

Delivery Drivers

at our South Burlington store. Great food and a fun work environment! Please stop in at our Blue Mail location on Dorset Street to fill out an application.

OFFICE MANAGER

Well-established law firm seeks an experienced Office Manager. Excellent communication, interpersonal, organization and computer skills a must. Candidates must be detail oriented, able to multitask, and enjoy working with and overseeing staff and providing support to attorneys as needed.

Experience with payroll, quarterly and yearly tax filings, AP, A/R, monthly financial reporting in a legal setting preferred. Competitive salary and benefits offered.

Send resumes to kginfo@vtlawoffices.com.

SIMON PEARCE

SENIOR DIGITAL DESIGNER:

Simon Pearce, a leader in the design and manufacture of hand-blown glass and hand-made pottery, has a unique opportunity for a Senior Digital Designer. The role is for a hands-on, creative individual who will support email and advertising needs, as well as other web-based projects for marketing and our consumer direct website.

For a detailed job description and how to apply, please visit our website at simonpearce.com. EOE

RCx Rules

Technical Support Specialist

Company Overview:

RCx Rules is a health care IT company focused on delivering business process management software to the revenue cycle management operations of large physician groups.

Job Description:

Based out of our Burlington office, the Technical Support Specialist will be responsible for ensuring that end users can accomplish organizational tasks. Responsibilities include receiving, prioritizing, documenting and actively resolving end user help requests.

Required Experience:

- Bachelor's degree
- Strong problem solving, technical troubleshooting skills and customer service skills
- Experience in writing and troubleshooting SQL statements
- Experience with managing health care interfaces using HL7

Send resumes to Dave Douglas, dave@rcxrules.com.



General Manager

Burlington Country Club is seeking its first professional General Manager to provide leadership and be responsible for the operations of the club. Reporting to the board of directors, the General Manager will provide supervision to the senior management team, develop annual budgets, be accountable for delivering results in agreed-upon goals and objectives, participate in the strategic planning process and reside on those plans, coordinate with the advisory committees of the board, interface with the membership and set an appropriate tone and culture for the effective operation of the club.

The successful candidate will have a bachelor's degree in club management and/or at least 5-10 years of equivalent experience in the club management field. An equal opportunity employer, the club will offer a competitive compensation and benefits package commensurate with experience.

Qualified candidates should submit their resume by November 15, 2013, to Beth Jordan, Chair, Human Resources Committee, 500 So. Prospect Street, Burlington, VT 05401, or by email to bjordan@bcomcast.net.

NURSE COORDINATOR/ TRIAGE NURSE

A busy, midsize family practice in Williston is looking for a qualified RN for our Nurse Coordinator/Triage position. This is a varied position including but not limited to the coordination of care for patients who have been discharged from the hospital, triaging patients, pre-visit planning, chart reviews, and quality assurance. Competitive pay with an excellent benefits package.

Email resumes to cheryl.mccaffrey@tchconline.com

The State of Vermont

For the people... the place... the possibilities.

BUILDINGS ENGINEER II — ENVIRONMENTAL

Department of Buildings and General Services

Bring your strong project management and excellent interpersonal skills to this position responsible for managing energy, environmental, economic and other project areas related to building architecture development and use. Perform research, analyses and evaluations of current and emerging technologies to provide a strategic vision as to how they may be applied to the design, construction and operation of our buildings. You will work with team members to develop project definition and scope to ensure maximum cost effectiveness, return on investments and efficient operation. Performs complex design work for both new construction and major renovations that integrates technology to achieve building efficiencies. Participation in technical review, permit applications, surveys, and other aspects of facility design and improvement. Requires bachelor's degree in engineering, with engineering experience in facility energy programs, research and planning. LEED AP credential in G401 or B206 is required. Professional registration preferred. Reference job opening #613483. Location: Montpelier. Status: Full time. Application deadline: October 18, 2013.

ENVIRONMENTAL OFFICER

Agency of Commerce and Community Development

The Department of Housing and Community Development (DHCD) seeks a highly skilled and technical individual for a Limited Service Position (up to five years) to serve as the Environmental Officer predominantly for the Community Development Block Grant – Disaster Recovery (CDBG DR) program. However, this individual will also cover the CDBG Program and the Home Investment Partnerships Program (HOME). Work is performed under the general direction of the Grants Management Director. Examples of duties: Analytical and technical environmental review work at an advanced professional level pertaining to the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (NHHPA) and other laws and authorities and executive orders to ensure all federally-funded projects are conducted pursuant to HUD's 24 CFR Part 58 regulations in order to authorize the release of funds. Duties involve the complex tasks in preparing NEPA related documents, including Categorical Exclusion Statement Checklists and Environmental Assessments for State-Devoted projects. Work may include conducting risk analyses to determine technical assistance needs, on-site assistance and monitoring of applicant/grantee's environmental review processes. Provides expertise relating to environmental regulations, environmental assessment and review requirements, and policy development. Develops and provides training to technical consultants, engineers, potential applicants, developers and staff. Reference job opening #613636. Location: Montpelier. Status: Full time, limited service. Application deadline: October 28, 2013.

VOCATIONAL REHABILITATION COUNSELOR (REACH UP)

Department of Disabilities, Aging and Independent Living

Vermont is seeking a high energy, customer-focused VR Counselor to work in our Burlington office providing employment services for individuals with disabilities who receive TANF benefits. The ideal candidate will have the ability to encourage and motivate people, support people through life changes and help identify and support career interests and exploration. You must have an excellent ability to work within a team setting and have a solid understanding of barriers created by poverty, disability and psychosocial issues. The ability to effectively collaborate with community partners is essential. You must be well organized, open to learning and work from a strengths based approach. A master's degree in counseling, psychology, social work, special education or counseling or related counseling fields is required, and special requirements apply. People with disabilities are strongly urged to apply. **NOTE: There is one position open for which we are recruiting at two levels (Counselor I and II), so applicants should apply for each of the levels for which they wish to be considered.** For additional information, contact Mark Daniels, Regional Manager, at mark.daniels@state.vt.us. Reference job opening #613371 for Counselor I and #613233 for Counselor I. Location: Burlington. Status: Full time, limited service. Application deadline: October 21, 2013.

GRANTS ADMINISTRATOR

Agency of Commerce and Community Development

The Department of Housing and Community Development seeks a self-driven, detail-oriented individual with strong commitment to customers and service to manage grants and coordinate a range of activities that support cities and towns, and community planning and revitalization.

The individual must have a demonstrated ability to effectively communicate, multitask and work well within a team, and manage projects and tight timelines to successful completion.

Preferred qualifications:

- Experience with online grants management systems, website management tools, Microsoft Word and Excel;
- Experience with project management and contracts;
- Proven commitment to customer service;
- Knowledge of relationships among, and responsibilities of, the various levels of government;
- Ability to build an effective working relationship with a wide range of people and organizations;
- Demonstrated critical thinking and problem solving skills and ability to identify and resolve problems in a timely manner; and
- Experience planning and organizing public meetings.

The ideal candidate must have a bachelor's degree and three years of or above a technical level in the development, evaluation, administration or fiscal monitoring of grants. Additional work experience may be substituted for the bachelor's degree on six months for a semester basis or graduate work in public administration or accounting may be substituted for up to two years of the required experience on a semester for six months basis.

Reference job opening #613670. Location: Montpelier. Status: Full time. Application deadline: October 21, 2013.

The State of Vermont offers an excellent total compensation package. To apply you must use the online job application at www.careers.vermont.gov. For questions related to your application, please contact the Department of Human Resources, Recruitment Services at (800) 540-1857 (voice) or (800) 253-0191 (TTY/Relay Service). The State of Vermont is an Equal Opportunity Employer.

**DEVELOPMENT DIRECTOR**

Nonprofit/Non-Profit/Non-Profit

Experienced executive, leader and team player sought to recruit and develop public and private support and resources coordinated revenue potential statewide. Full time role and position with growth-oriented, get large results immediately.

Send resume, cover letter and references by October 31 to:
VSD Development Search,
2 Church Street, Suite 10,
Burlington, VT 05401.

OFFICE ASSISTANT

Fast-paced law firm located in Burlington seeks part-time office assistant. A good candidate will demonstrate the ability to multi-task, take initiative and have excellent computer and communication skills with an eagerness to learn. Must be able to work independently and as part of a team. Legal experience preferred, but not necessary.

Responsibilities include: answering telephones, photocopying, filing, filing and file management, computer entry, office errands and other office-related duties.

Monday to Friday, 25 hours per week, paid hourly, no benefits.

Please submit cover letter and resume via email to:

Jennifer Gidley
Lynn Lynn & Blockman, PC
76 St. Paul Street, Suite 400
Burlington, VT 05401
jgibley@lynncv.com

Appliance Technician

Full-time, year-round Appliance Technician position available in our Maintenance Department. **Must have three years experience servicing and repairing mostly GE household appliances/electronics.** A gas license and/or "S" license is preferred. Experience and training on TVs and stereo equipment is a plus. Must have dependable transportation, be attentive to detail and possess great customer service and communication skills. Some weekend and on-call shifts required.

Apply today at www.smuggs.com/jobs
or call 1-888-754-7684

Smuggs, Ralph & Son, Human Resources
4320 Vermont Route 100
Jeffersonville, VT 05463



438



The University of Vermont
Child Welfare Training
Partnership is hiring a Grant
Support Coordinator to perform
duties in writing, reviewing,
tracking, revising, preparing and
approving transactions. Monitor
budgets and expenses. Work
closely with the Child Welfare
Grant Administrator to ensure
that established University
guidelines are met for federal
grant financial processing and
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INFORMATION SPECIALIST**

Develop and manage a HR module of an integrated administrative database system to support the operations of the University and its human resources office. Provide support for and work toward integration of other supporting systems, including an outside payroll system, and systems to support benefits and retirement plan enrollment and administration. Develop reporting tools and provide training on the use of the systems.

**HEATING & BIOMASS
PLANT SUPERVISOR**

Seeking experienced individual to operate, maintain, and manage Norwich's central heating, plant/biomass systems and equipment. The individual will oversee the operations of boiler and auxiliary equipment for generation of 25 psi to 125 psi steam, as well as steam driven turbines and auxiliary equipment for 600 volt, 3 phase power generation.

Please visit our website,
www.norwich.edu/jobs,
for further information and how to
apply for these and other great jobs.

Norwich University is an Equal Opportunity Employer offering a comprehensive benefit package that includes medical, dental, group life and long term disability insurance, flexible spending account for health and dependent care, retirement annuity plan and tuition scholarship for eligible employees and their family members.

Got QuickBooks?

Small, Burlington-based company is seeking an Office Manager who is a QuickBooks pro, highly organized and has a can-do attitude. Must understand deferred revenue and intercompany accounts along with QuickBooks expertise. Job involves all administrative duties. Send resume and a cover letter indicating why you would be a good fit to hr@ringmasterusa.com

**BURLINGTON
Kids**

Plus a Career & Government

**Afterschool
Site Director
Wanted!**

The Burlington School District seeks an experienced educational leader to serve as the Director at the Edmunds Elementary afterschool program. The position is full-time, runs from early August through and June, and includes a generous pay and benefits package.

Burlington Kids offers enrichment and recreational opportunities alongside exceptional academic support on a schedule that meets families' needs for quality afterschool care. We seek a creative, organized leader to design and manage this program in close partnership with multiple stakeholders. The ideal candidate will have significant administrative and supervisory experience in educational and/or licensed childcare settings. She will be adept at developing a cohesive team of core staff, collaborating with school-day personnel, interacting with families and contributing as an active member of the Site Director/Assistant Director team, while also working independently at the Edmunds site.

To apply, please email a resume, cover letter, three references with contact information and academic transcript to the address below.

Nina L. MacLean
Burlington Kids Lead Site Director
NinaL.MacLean@burlvtsd.org

Howard Center

SHAPE THE FUTURE!

Stabilization Treatment & Recovery Team (START) is seeking **Team Lead** to oversee an innovative program incorporating peers into the service delivery system. This outreach-based position provides direct and administrative supervision, budget oversight, and resource allocation. Some on-call responsibilities are required. Master's required; license vendor DMHP preferred.

Please visit www.howardcenter.org to learn more
MB1545 Job ID: 1562

Questions? 802-488-9850 or HR@HowardCenter.org

EDUITY

FAIRFIELD INN
Marriott

Seeking outgoing, friendly people to fill the roles of **Van Driver**, **Houseman** and **Front Desk Associate** to start immediately.

To apply, email resume to Susan McLaughlin@Marriott.com or stop in at 2844 St. George Road in Williston to fill out an application.

Leaps and Bounds is hiring **directors** and **teachers** to join our growing childcare team!

Email resume to: Krista@leapsvt.com, or call 802-879-0180.

Lake Champlain CHOCOLATES

Lead Barista

South End Kitchen

View us with your passion for coffee, chocolate and customer service and take your amazing barista skills to the next level!

Some customers will seek out your life-altering lattes and longer to learn about what makes coffee exceptional. Employees will work your guidance and expertise. Ideal candidate will be a skilled barista who has experience in creating a good vibe for employees and customers. Able to work day evening, and weekend hours required.

Tell us about your love of coffee & chocolate!

Send cover letter, resume and list of three references to: employment@lakeshamplanchocolates.com EOE

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All shifts available throughout the state of Vermont.

Must be 18 years of age and have a high school diploma/GED, a valid driver's license and reliable transportation.

Training offered through DMV.

Apply online: www.gmvt.com/employment

Development and Communications Director

CENTRAL VERMONT Council on Aging

Central Vermont Council on Aging is a local organization serving seniors in Washington, Orange and Lamoille counties. We are seeking a **Development and Communications Director** to help our dedicated staff and board take our services to the next level!

Are you a dynamic, forward-thinking professional with excellent oral and written communications skills? Do you have a proven track record in grant writing, event-based fundraising, planned giving and donor relations? Have you successfully used communications strategies combining internet and print media to reach a broad and varied audience?

You may be our perfect candidate!

Please apply if you are seeking meaningful work with an agency that makes a daily difference in the lives of senior citizens and you have a bachelor's degree plus experience in development and/or communications. We offer generous benefits, paid time off/holiday and compensation package for the perfect candidate. We are also an ADA/EOE/LGBT-friendly organization!

Cover letter and resume should be sent by October 21 to:
Central Vermont Council on Aging
Attn: Betty Erwin, Human Resources
33 North Main Street, Suite 200
Barre, VT 05641
or email berwin@cvcoa.org
No calls or walk-ins, please.

Now Hiring Addictions Clinicians and Social Workers

Central Vermont Substance Abuse Services is a nonprofit organization located in Berlin, VT, providing substance abuse services to central Vermont residents.

We are seeking to hire full and part time **Clinicians** and **Social Workers** who are interested in working in one of our **addiction related treatment programs**. Employment opportunities include clinical work in our evidence-based **intoxication assisted treatment program** working with adults receiving **medication, outpatient counseling** in our **adult and adolescent programs**, and **outpatient counseling** in our **Drug Court program**. All positions work in a part of a treatment team that includes regular individual and group supervision, collaborative training and support. Our clinicians and social workers provide **motivational, group and individual therapy, case management, and referral services**. A master's degree is required for all positions; **certification/LADC** is preferred. Previous experience is preferred but not required.

Individuals who are interested in being part of a dynamic team are encouraged to visit www.jobswatchvt.com for a complete listing of all our employment opportunities currently available. Flexibility, dependability, strong communication and organizational skills and the ability to be a team player are essential. We offer a competitive salary and an excellent flexible benefits package.

If interested, please send resume and letter of interest to:
Clarke Colburn, HR Coordinator, Clara Martin Carter
Box G, Randolph, VT 05060, or to ccolburn@claramartin.org
EOE



EVENT SECURITY DIVISION UNIFORM SECURITY DIVISION

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the public as a positive, friendly manner.

We will train you for an exciting
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Apply online
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Program Director

Saranet House is currently
seeking a full time Program
Director to oversee Shelter
Operations and our Transitional
Housing Program. Other
responsibilities include
supervising staff and clients,
and keeping the HIMS data
system up-to-date. Master is
preferred or a bachelor's with a
minimum of four years' nonprofit
management experience.

Please contact:

Linda Ryan, Saranet House,
25 Knapen St., St. Albans,
VT 05478, (802) 573-6395
linda.ryan@saranet.net



Maintenance Technicians

with general maintenance
experience. Experience in
hotel/restaurant maintenance
preferred. A clean driving
record is required.

Please apply to:
The Best Western
Woodrunner Inn
Attn: Human Resources
1075 Williston Road
South Burlington, VT 05403

E.O.C.

ATTENTION RECRUITERS:

POST YOUR JOBS AT SEVENDAYSVT.COM/JOBS FOR FAST RESULTS,
OR CONTACT MICHELLE BROWN MICHELLE@SEVENDAYSVT.COM

Washington County Mental Health Services, Inc.

is seeking to fill the following positions:

Outpatient Clinician

Full time with benefits. Mental health clinician needed to provide clinical services to adults in a physician's office. This position is located in a central Vermont primary care office and employed through Washington County Mental Health Services. A master's degree, license eligible, a collaborative approach, and at least one year of experience providing psychotherapy required. Experience and interest in behavioral psychology desired.

Community-Based Case Manager

Full time with benefits. Looking for someone to act as mentor, role model and support for men ages 18 and up with psychiatric and co-occurring disorders. Caseload would include but not be limited to: young men who are newly diagnosed, those involved with the criminal justice system, and those who are older and have lived with severe and persistent psychiatric disabilities throughout their lives. This is a fast-paced outreach position that includes supportive counseling, service coordination, skills teaching and advocacy, and requires someone who is compassionate, creative, organized, honest, dependable and strengths based. Prefer person with master's degree in related field and at least one year of experience working with men with mental illnesses. Will consider a person with a bachelor's degree in related field who has relevant experience.

C.H.O.I.C.E. Academy Math Instructor

Full time with benefits. Seeking an educator to provide academic and skills instruction to adolescents in an integrated mental health treatment/educational center. Responsible for designing and implementing academic curriculum and instruction appropriate to the needs of each student in the classroom and implementing social and behavioral programming for each student. Must be willing to learn de-escalation and passive restraint techniques. Teaching experience with children with severe emotional and behavioral challenges or other mental health issues preferred. Master's degree or bachelor's with a teaching license in the appropriate area of instructional specialization. Will consider bachelor's degree with extensive knowledge (18 college credits) and experience in instructional specialization with teaching experience. Teachers meeting Vermont's Highly Qualified Standard preferred.

Emergency Screener

Full time with benefits. Emergency Services is seeking an experienced professional to provide crisis intervention services for individuals and their families. The position requires three 12-hour shifts per week, including nights and weekends. Works at the WCMHS site building C in Berlin, but outreach visits to all parts of Washington County and sections of Orange County are expected. The successful candidate will possess an awareness of mental health, developmental disabilities, and social services systems. Applicants to be considered must have a bachelor's or higher degree and extensive experience in mental health service delivery to a diverse population. Master's degree preferred.

Chrysalis House Team Leader

Full time with benefits. The Chrysalis House Team Leader is responsible for the administration and coordination of the Chrysalis House Team. Chrysalis House is community-based residential program designed to serve persons with significant mental health challenges from intensive care environments (such as Vermont State Hospital). Program participants may exhibit aggressive and/or self-harming behaviors. In addition to administrative functions, this individual will provide one-on-one service provision to program participants. BA or BS in human services required. MA/MS preferred. Experience in the mental health field and previous administrative experience preferred.

All positions require a clean driving record and access to a safe, reliable and insured vehicle. Only applicants selected for interviewing will be notified.

To apply, please send applications/resumes to:

WCMHS, Personnel, PO Box 647, Montpelier, VT 05601 or personnel@wcmhs.org

Web: www.wcmhs.org | Fax: (802) 223-8623 | Phone: (802) 229-1399

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PUBLIC HEALTH NURSE (Part Time)

The Vermont Department of Health, Division of Health Promotion and Disease Prevention, has an opening for a part-time nurse. We are looking for an energetic, organized, collaborative person to join our team of hardworking and knowledgeable individuals who are focused on tobacco prevention and cessation and the reduction of secondhand smoke. The team is working to prevent and reduce the use of tobacco products by women at childbearing age, help vulnerable Vermonters access services and tools to help them quit tobacco, and is partnering with community coalitions who work in communities to educate about tobacco prevention and help make communities healthier places to live.

In this position you will collaborate with Vermont's health care reform efforts via the Blueprint for Health and their hospital-based community health teams, the Centers for Disease Control, the Research Triangle Institute (RTI), the Vermont Tobacco and Evaluation Review Board, as well as state leaders on research based systems approaches to reducing tobacco use. This is a very exciting position!

Become part of Vermont's Tobacco Prevention Team, which is making significant strides in reducing the burden of chronic disease in our state. Vermont is winning this battle, but much more needs to be done. This is a part-time position located in downtown Burlington. The position requires routine travel to Waterbury, Williston and other Vermont locations. Some out-of-state travel may be required. Full state benefits are part of the compensation package. The State of Vermont offers an excellent total compensation package.

REQUIREMENTS:

- **Education:** Bachelor's degree in nursing from an accredited school.
- **Experience:** Three years of professional nursing experience, including at least two in public health or as a registered nurse in a community health setting OR
- **Education:** Graduation from an accredited school of nursing supplemented by a bachelor's degree, preferably in the social sciences or humanities.
- **Experience:** Five years of professional nursing experience, including at least two in public health or as a registered nurse in a community health setting OR
- **Education:** RN with a master's degree in nursing, a master's in public health or nurse practitioner experience (two years of nursing experience).

To apply for position #740866, use the online job application at www.humanresources.vermont.gov or contact the Department of Human Resources, Division of Recruitment Services, at 800-640-1057 (voice) or 800-953-0191 (TTY/Haley Service).

For more information, contact Gary Schaefer, Health Promotion and Chronic Disease Division Director, at 802-863-7269 or garyschaefer@ldstate.vt.us.

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Join the Mac's Market Team!

Store Managers

We are looking for a few "top-notch" Store Managers to take the reins and do what it takes to make Mac's the best store in town. Responsibilities include: stock management, customer service, inventory, cleanliness and safety of the store, hiring and scheduling of store personnel, compliance with company policies and procedures, and reporting to the retail management team as needed. Must have experience managing in a retail environment, be computer literate, able to do daily store paperwork, and available to work days, night, holidays or weekends, and at a moment's notice. *Positions are available in Fair Haven and Warren, VT.*

Send cover letter and resume to jobs@valleynow.com, fax to (802) 786-4291 or mail to Sherman V. Allen, Inc., PO Box 688, Barre, VT 05782.



Facility Manager Sought for Solid Waste District

This is a rare opportunity to put your passion for resource recovery, sustainable material management, and public service to work. Vermont's solid waste programs are rapidly expanding and we welcome creative and solution-oriented applicants. Primary work site is located in Stowe.

Specific responsibilities include:

1. Oversee and ensure successful operations of six drop-off facilities.
2. Direct supervision of five full-time and 3-10 part-time employees.
3. Ensure vehicles, equipment, and supplies are maintained.
4. Facilitate health and safety training and adherence.
5. Manage schedule and budget.
6. Support special collection events.

Minimum qualifications: Associates or bachelor's degree, two years of successful supervisory experience, full command of Word and Excel, and dedication to the LSWMD mission.

Send resumes and cover letter to manager@lswmd.org by November 1, 2013.

See website for full job description: www.lswmd.org

Service Coordinator

Champion Community Services is seeking an experienced Service Coordinator with strong clinical and organizational skills to join our dynamic team. The ideal candidate will enjoy working in a fast-paced, team-oriented position.

Responsibilities include the design of the human services field, GDOF, demonstrated leadership and two years experience with the VT Developmental Disabilities System of Care.

This is a rare opportunity to join a developmental disabilities service provider agency during a time of growth.

CCS is a progressive, innovative developmental services provider agency with a strong emphasis on self-determination, inclusion and positive and family relationships.

Send cover letter and resume to:
Elizabeth Sightler,
esightler@ccs-vt.org.



512 Troy Avenue, Suite 1
Colchester, VT 05446
www.ccs-vt.org
EOE

DIRECTOR OF TECHNOLOGY

Washington Central Supervisory Union is seeking a permanent, full-time director to oversee and provide visionary leadership for school district technology for U-32, Berlin, Colfax, Dory, East Montpelier, Rutland, and the central office. The position oversees information and telecommunications systems, network and website administration, staff training, technology planning, implementation and support and supervision and evaluation of technical staff.

Position requires a bachelor's degree in computer science or related field, knowledge, five years' relevant experience, and medium communication skills. Preference will be given to candidates that have knowledge and/or experience of educational technology and classroom teaching experience. Salary and benefits commensurate with experience. Please send a letter of interest, detailed resume, transcripts and three current references to:

William Kimball, Superintendent of Schools
Washington Central Supervisory Union
1130 Gellison Hill Road, Montpelier, VT 05602

For a full job description, please contact 225-0553 ext. 302. Applications will be reviewed beginning October 25, 2012. EOE.



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Blowout Center

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Schools, Child Care, Health and Wellness

VERMONT PUBLIC HEALTH SPECIALIST

The Vermont Department of Health's Division of Health Promotion and Disease Prevention has an opening for an individual who understands the world of schools, through previous work in them or with them.

We are looking for an energetic, organized and collaborative individual to work on a "systems" approach to school wellness using the Centers for Disease Control's best practices and guidance to create policy and environmental changes needed to improve the health and well-being of Vermont's children. The position requires an understanding of the world of schools, how they function and operate, and the reality of how to get things done from the outside. Schools are a major focus, but little time will be spent in them. Self-starters need apply!

In addition, the position will work with existing organizations and committees to improve the well-being of children in child-care settings. This will also be done through supporting policy changes in child-care programs and at the state level to strengthen nutrition standards and increase physical activity.

This is a full-time position located in downtown Burlington with routine travel to Montpelier, Williston and other Vermont locations. Some out-of-state travel may be required. The State of Vermont offers an excellent total compensation package including benefits.

REQUIREMENTS:

- Bachelor's degree AND three (30 years or more in a health care, public health or human services INCLUDING one (1) year or more at an administrative, consultative or planning level;

OR

- Master's degree in public health, public administration or a health field AND two (2) years or more in a health care, public health, or human service organizations INCLUDING one (1) year or more at an administrative, consultative or planning level.

To apply for position #740854, use the online job application at www.humanresources.vermont.gov or contact the Department of Human Resources Division, Recruitment Services, at 800-640-1657 (voice) or 800-253-0191 (TTY/Relay Service).

For more information, contact Susan Kamp at (802) 951-4006 or susan.kamp@state.vt.us

The State of Vermont is an Equal Opportunity Employer.



IT/Help Desk Specialist

Bread Loaf Corporation Vermont's integrated company of website planners and builders is searching for an IT/Help Desk Specialist to join the MIS department.

The functions of this position are to provide technical support and training to all employees. The candidate must have the ability to set up new PCs, install software upgrades and enhancements and diagnose and repair PC hardware and software related issues. Just to name a few.

The ideal candidate must be able to work as a first point of contact, have excellent communication skills and an aptitude for rapid analysis. Experience with Windows 7 & 8, Microsoft Office and PC hardware platforms a must. Knowledge of Microsoft SharePoint, Second Step and Crystal Reports is preferred. A Computer Science or related degree strongly desired.

Bread Loaf is known for our friendly work environment and we thrive on innovative ideas and excellent work. If you do too, send us your resume with your resume to:

Bread Loaf Corporation
1280 Route 7 South
Windsor, VT 05093
Email: www@breadloaf.com
www.breadloaf.com

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**M
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**Seeking
Licensed Early
Childhood
Teacher**

*Can you stay
calm, solve
problems, and
make a difference?*

King Street Center seeks an outstanding licensed early childhood teacher. Must be energetic and enthusiastic with a good work ethic and sense of humor. Our 5-STAR preschool is a nonprofit collaborative partner with Head Start serving Burlington children. Full-time, competitive salary and benefits. EOE.

Please send cover letter, resume and three references to Peggy Carlin at preschool@kingstreetcenter.org

AFTER MIDNIGHT JEWELERS
FIVE STAR RATED AND GEMMA

**After Midnight
Jewelers is
expanding our
sales staff.**

We are seeking a full-time, dedicated sales associate to join our fantastic team. Customer service experience is preferred, and a willingness to learn and grow is necessary. Training and weekend availability is required.

After Midnight Jewelers is also looking to add a few elves to our fantastic staff for the holiday season. Previous customer service experience is preferred. Training and weekend availability is required.

Please send resume to:
After Midnight Jewelers
Attention: Amy Weyer
155 Dorset St., Ste. D19
Burlington, VT 05403

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Wednesday, October 16

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Cataumet Industrial Park
Nilton, VT 05468
Job Hotline: 660-3308
Tuesdays, October 15, 22 & 29

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alexandrad@edgevt.com

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michalar2@edgevt.com

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